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ABSTRACT

Rules for teacher education and certification in the State of Iowa are presented. (MM)

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ED141351

RULES

for

TEACHER EDUCATION AND CERTIFICATION

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

1976

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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DEPARTMENT OF PUBLIC INSTRUCTION
Teacher Education and Certification Division
Grimes State Office Building
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TITLE XI
TEACHERS

CHAPTER 13

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DIVISION I

General Certification Information

13.1 Applicants desiring Iowa certification. Certificates are issued only upon application filed on a form furnished by the Department of Public Instruction. This form is available upon request from the Teacher Education and Certification Division, or also from Iowa college and university education departments, local superintendents, and area agency administrators.

Any applicant for certification, who is a graduate of a baccalaureate or postbaccalaureate teacher preparatory program from a recognized Iowa (see 13.10) or recognized non-Iowa institution (see 13.11) shall have the recommendation of the properly designated official of the recognized teacher education institution where the preparation was completed. Such applicant shall be deemed to have met requirements for initial, regular certification in Iowa, provided the level of preparation required in Iowa has been attained.

13.2 Transcripts. Transcripts received may be retained by the Department of Public Instruction.

13.3 Adding endorsements. After the issuance of an original certificate, added endorsements may be issued upon proper application and fee at any time provided the applicant has met current requirements. A certificate with expiration date unchanged from the original or renewed

certificate but carrying all endorsements, both old and new, will be prepared and issued.

13.4 Adding approvals. After the issuance of an original certificate, added approval areas may be issued upon verification of eligibility at any time provided the applicant has met current requirements. A certificate with expiration date unchanged from the original or renewed certificate but carrying all approval areas, both old and new, will be prepared and issued.

13.5 Correcting certificates. If at the time of the original issuance or renewal of a certificate, a person does not receive an endorsement or approval area for which eligible, due to error, a corrected certificate will be prepared and issued showing the corrected endorsement or approval area at no cost.

13.6 Duplicate certificates. Duplicate certificates will be prepared only upon request.

13.7 Dating of certificates. Certificates are valid only from and after the date of issuance recorded thereon.

13.8 Recency of preparation. Any applicant who meets the preparation requirements for an original certificate but who had less than eight months teaching experience during the ten year period immediately preceding the date of application

for such certificate, shall have completed at least six additional semester hours of credit in a recognized institution within the said ten year period. Such credit is to be in addition to meeting the specific requirements for the type of certificate desired.

Where recent credits are required, they shall be taken in professional education or in the applicants area or field of specialization.

When an applicant qualifies for the certificate desired with the exception of having recent preparation as defined herein, a temporary certificate, valid for one year, will be issued.

13.9 Evidence of successful experience. Every experienced teacher applying for a certificate shall file evidence on forms provided showing that teaching experience was successful.

DIVISION II

RECOGNIZED AND NON-RECOGNIZED INSTITUTIONS

13.10 Recognized Iowa institutions. A recognized Iowa institution is one which has its programs of teacher education approved by the State Board of Public Instruction according to standards established by said Board.

13.11 Recognized Non-Iowa institutions. A recognized non-Iowa institution is one which is accredited by the regional accrediting agency for the territory in which the institution is located and which meets one of the following criteria:

(1) Accredited by the National Council for Accreditation for Teacher Education.

(2) Approved/recognized by the appropriate state agency of the State in which the institution is located, on the basis of regular, periodic on-site visitations.

(3) The originating state accepts completion of the program in satisfaction of its educational requirements for a certificate comparable to the one being applied for in Iowa.

(4) On or after January 1, 1970, the appropriate agency of the state in which the institution is located has classified the program as being of sufficient caliber to make it acceptable for interstate reciprocity or recognition systems.

13.12 Validation of credit from non-recognized institutions. Any institution not meeting the criteria listed in 13.11 is classified as a non-recognized institution. Credit earned from a non-recognized institution is not acceptable for certification purposes, except that an applicant submitting a degree from a non-recognized institution may validate the degree and the teacher education program in the following manner.

A degree and a teacher education program from an institution not recognized may be accepted for certification provided the holder of the degree has satisfactorily completed not less than three courses in professional education in the applicant's area or field of specialization from a recognized institution.

Any applicant from a non-recognized institution who has not completed the requirement as stipulated above for regular certification, may be issued a temporary certificate valid for a one year term. If teaching performed under such temporary certificate is evaluated by the applicant's supervisor as successful, said temporary may be renewed for one more year if requirements have not been met for regular certification. No more than two temporary certificates shall be issued.

13.13 Foreign institutions. An applicant for certification whose preparation was completed in a foreign college or university will be required to have an evaluation of all necessary papers made by a recognized institution. Upon receipt of the evaluation in the office of the Teacher Education and Certification Division, the applicant will be notified as to eligibility for certification or of deficiencies to be met.

DIVISION III

TEACHING EXPERIENCE RECOGNIZED

13.14 Amount of experience. Applicants for certificates may present evidence of three years successful teaching experience in the type of work authorized by the endorsement to appear on the certificate sought in lieu of the credits in student teaching required for such endorsements, provided the condition outlined in 13.15 is met.

13.15 Condition to be met. The three years of experience to be substituted for student teaching shall have been gained in any state on a valid certificate other than an emergency certificate.

DIVISION IV

MISCELLANEOUS INFORMATION

13.16 Persons with a degree who have not completed a teacher education program. Persons holding baccalaureate degrees or higher from recognized institutions without having completed a program of professional education prior to the securing of such degrees, who desire to qualify for an original certificate, may secure certification by completing an approved teacher education program in an institution recognized for teacher education leading to a professional certificate.

13.17 Extension for military service. The expiration date of a regular certificate of a teacher who serves in the military is extended for that period of time for which said teacher is in military service (not to exceed four years) provided that said teacher applies to the Department of Public Instruction for such extension within one year after release from active service, or on or before the date of expiration of the certificate, even though that date should be more than twelve months after the date of release from active service.

13.18 Human relations requirements for teacher education and certification. Preparation in human relations shall be included in programs leading to teacher certification. Human relations study shall include interpersonal and intergroup relations and shall contribute to the development of sensitivity to and understanding of the values, beliefs, life styles and attitudes of individuals and the diverse groups found in a pluralistic society.

(1) Beginning on or after August 31, 1980, each applicant for an initial teacher's certificate shall have completed the human relations requirement.

(2) On or after August 31, 1980, each applicant for the renewal of a teacher's certificate sha-l have completed an approved human relations requirement.

(3) Certificated persons entering the state on or after August 31, 1980, will be granted a temporary certificate on condition that they fulfill the human relations requirement before renewal.

(4) The human relations requirement shall be waived for certificated persons who can give evidence that they have completed a human relations program which meets state board of public instruction criteria (see 13.21).

13.19 Development of human relations components. Human relations components shall be developed by teacher preparation institutions. Inservice human relations components may also be developed by educational agencies other than teacher preparation institutions, as approved by the state board of public instruction.

13.20 Advisory committee. Education agencies developing human relations components shall give evidence that in the development of their programs they were assisted by an advisory committee. The advisory committee shall consist of equal representation of various minority and majority groups.

13.21 Standards for approved components. Human relations components will be approved by the state board of public instruction upon submission of evidence that they are designed to develop the ability of participants to:

(1) Be aware of and understand the various values, life styles, history, and contributions of various identifiable subgroups in our society.

(2) Recognize and deal with dehumanizing biases such as sexism, racism, prejudice, and discrimination, and become aware of the impact that such biases have on interpersonal relations.

(3) Translate knowledge of human relations into attitudes, skills, and techniques which will result in favorable learning experiences for students.

(4) Recognize the ways in which dehumanizing biases may be reflected in instructional materials.

(5) Respect human diversity and the rights of each individual.

(6) Relate effectively to other individuals and various subgroups other than one's own.

13.22 Evaluation. Educational agencies providing the human relations components shall indicate the means to be utilized for evaluation.

13.23 American history or government. Two semester hours of credit in American history or government are required for all certificates. Where an applicant qualifies for a certificate with the exception of this credit, said applicant shall be issued the initial, regular certificate; however, before renewal of said certificate, the individual must meet the credit requirement in American history or government.

Applicants who qualify for the permanent professional certificate shall be issued the professional certificate. Upon completion of the credit requirement in American history or government, within the term of the professional certificate, the applicant shall be issued the permanent

professional certificate.

In lieu of two semester hours of college credit in American history or government, the applicant may present evidence certified by the registrar of an accredited institution showing that said applicant has passed a special written examination in one of these subjects.

CHAPTER 14

CLASSIFICATION OF CERTIFICATES

14.1 Classes listed

Division I
Permanent Professional Certificate

14.2 Validity
14.3 Requirements

Division II
Professional Certificate

14.4 Validity
14.5 Requirements

Division III
Pre-Professional Certificate

14.6 Validity
14.7 Requirements

Division IV
Substitute Certificate

14.8 Validity
14.9 Requirements

Division V
Temporary Certificate

14.10 Validity
14.11 Requirements

14.1 Classes listed. Certificates available to Iowa school personnel are grouped into five different classes. They are: permanent professional, professional, pre-professional, substitute, and temporary.

DIVISION I

PERMANENT PROFESSIONAL CERTIFICATE

14.2 Validity. The permanent professional certificate is valid throughout the lifetime of the holder except when revoked or suspended for cause, and for service as indicated by the endorsement or endorsements appearing thereon.

14.3 Requirements. Requirements for the professional certificate must have been completed. In addition thereto, the applicant must be the holder of an approved master's degree or higher from a recognized institution and have had four years (thirty two months) of successful teaching experience.

DIVISION II

PROFESSIONAL CERTIFICATE

14.4 Validity. The professional certificate is valid for a ten year term and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in Chapter 17.

14.5 Requirements. The requirements for a professional certificate are the completion of an approved teacher education program from a recognized institution and a baccalaureate degree.

DIVISION III

PRE-PROFESSIONAL CERTIFICATE

14.6 Validity. The pre-professional certificate is valid for a six year term, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in Chapter 17.

14.7 Requirements. This certificate is not available to new applicants except for certain teachers of specific career subjects

DIVISION IV

SUBSTITUTE CERTIFICATE

14.8 Validity. The substitute certificate shall be valid for a six year term, and for the same services authorized by the Iowa or non-Iowa certificate (exclusive of a temporary certificate) once held by the applicant. It shall be valid for those positions in which a regularly employed, certificated teacher actually began the school year. It shall be valid for not more than ninety days of teaching during any single school year. Endorsements on a substitute certificate shall be exactly the same as those to which the applicant would be entitled if a term certificate (equivalent of the type of certificate once held) were issued to the applicant. It is renewable according to prescribed conditions outlined in Chapter 17.

14.9 Requirements. The requirements for a substitute certificate are that a person must once have held an Iowa or non-Iowa certificate (exclusive of a temporary certificate) which, by meeting current renewal

requirements in force in the state of issue, could again be issued for a term of years.

DIVISION V

TEMPORARY CERTIFICATE

14.10 Validity. A temporary certificate is valid for a one year term and for service as indicated by the endorsement or endorsements appearing thereon.

14.11 Requirements. Authorization to issue temporary certificates is based upon the following prescribed conditions:

1. Based on expired Iowa certificate, exclusive of a temporary certificate.

The holder of an expired Iowa certificate (exclusive of a temporary certificate), who has had one year of successful teaching experience, shall be eligible to receive a temporary certificate upon application provided that no temporary certificate shall be available to any teacher during the first year immediately following the expiration date of said teacher's regular certificate. This certificate shall be endorsed for the type of service authorized by the expired certificate on which it is based. This certificate is non-renewable.

2. Recency. An applicant who meets the requirements for a professional certificate but lacks the recent credit necessary for the issuance of the certificate may be issued a temporary certificate for one year. This certificate is non-renewable.

3. Validation of credit from a non-recognized institution. An applicant from a non-recognized institution who has not completed requirements as stipulated in 13.12 for regular certification, may be issued a temporary certificate valid for a one year term. If teaching performed under such temporary certification is evaluated by the applicant's supervisor as successful, said temporary may be renewed for one more year if requirements have not been met for regular certification. No more than two temporary certificates shall be issued.

4. Based on administrative decision. The State Superintendent of Public Instruction is authorized to issue a temporary certificate to applicants whose services are needed to fill positions in specific emergency situations.

5. Degree not granted until next regular commencement. An applicant who meets the requirements for a professional certificate, with the exception of a degree but whose degree will not be granted until the next regular commencement, may be issued a temporary certificate for one year. This certificate is non-renewable.

CHAPTER 15

ENDORSEMENTS

15.1 Definition and general requirement

Division I
Pre-Kindergarten - Kindergarten

15.2 Pre-kindergarten - Kindergarten Teacher

Division II
Elementary (K-9)

15.3 Elementary teacher
15.4 Elementary principal
15.5 Elementary supervisor
15.6 Elementary guidance counselor

Division III
Secondary (7-12)

15.7 Secondary teacher
15.8 Secondary principal
15.9 Secondary guidance counselor

Division IV
Secondary (9-12)

15.10 Secondary preparatory/occupational

Division V
Elementary - Secondary (K-12)

15.11 Teacher of art
15.12 Teacher of industrial arts
15.13 Teacher of music
15.14 Teacher of physical education
15.15 School librarian
15.16 Teacher of special education
15.17 Hearing clinician
15.18 Speech clinician
15.19 Reading clinician
15.20 Educational media specialist
15.21 School psychologist

15.22 School nurse
15.23 Supervisor
15.24 Guidance counselor
15.25 Director of library services
15.26 Reading specialist
15.27 Athletic coach
15.28 Superintendent
15.29 Health
15.30 Director of guidance services

Division VI
Middle School (4-9)

15.31 Middle school

Division VII
Area Vocational School - Community College

15.32 Instructor, Vocational - Technical
15.33 Instructor, community college arts and sciences
15.34 Director, area vocational school or community college
15.35 Counselor
15.36 Librarian
15.37 Coach

Division VIII
Specialized

15.38 Teacher associate

Division IX
Area Education Agency

15.39 Area education agency administrator.

15.1 Definition and general requirement.

An endorsement is an authorization to perform a specific type of service (teach, administer, supervise, school personnel) at a particular grade level(s).

To obtain an endorsement, an applicant must complete an approved program and receive the recommendation from the preparing institution. Exceptions to this are so noted in the listing of specific requirements for some of the endorsements.

Division I

Pre-kindergarten - Kindergarten

15.2 Pre-kindergarten - Kindergarten teacher. For authorization to serve as a teacher in pre-kindergarten and kindergarten, the applicant shall possess a bachelor's degree and have completed an approved program of study for the preparation of pre-kindergarten - kindergarten teachers, which program may be either included in, or in addition to, the work leading to said degree.

Division II

Elementary (K-9)

15.3 Elementary teacher. For authorization to teach in kindergarten and grades one through nine, the applicant shall have completed an approved four year elementary teacher education program, including supervised student teaching at

the elementary level, and a bachelor's degree from a recognized institution.

15.4 Elementary principal. For authorization to serve as a principal, supervisor or teacher in kindergarten and grades one through nine, an applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and in addition thereto, have secured a master's degree in elementary school education with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience; provided further that said applicant shall have had elementary school administrative experiences, either with or without credit, under the supervision of the institution granting said applicant's master's degree, or in lieu thereof, equivalent experiences as judged by said institution.

15.5 Elementary supervisor. For authorization to serve as a supervisor or teacher in kindergarten and grades one through nine, an applicant shall have met the requirements for the professional certificate endorsed for elementary school teaching, and in addition thereto, have secured a master's degree in elementary school education from a recognized institution with emphasis on supervision, and have had four years of successful teaching experience, provided further that said applicant shall have had elementary school supervisory experiences, either with or without credit, under the

supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

15.6 Elementary guidance counselor. For endorsement to serve as an elementary school guidance counselor in kindergarten and grades one through nine, the applicant shall have met the requirements for a professional certificate and, in addition thereto, shall possess a master's degree in guidance and counseling from a recognized institution, based upon an approved program of study in which emphasis was placed upon guidance and counseling at the elementary school level, which program shall have included supervised guidance and counseling experience under the supervision of such institution, or actual experience recognized as the equivalent thereof by such institution. An applicant shall also present evidence of successful teaching experience.

Division III

Secondary (7-12)

15.7 Secondary teacher. For authorization to teach in grades seven through twelve, an applicant shall complete an approved four year secondary teacher education program, including supervised student teaching at the secondary level, and a bachelor's degree from a recognized institution.

15.8 Secondary principal. For authorization to serve as a principal, supervisor or teacher in any secondary school

through grade twelve, an applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and in addition thereto, have secured a master's degree in secondary school education from a recognized institution with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience, provided further that said applicant shall have had secondary school administrative experiences, either with or without credit, under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

15.9 Secondary guidance counselor. For endorsement to serve as a secondary school guidance counselor through grade twelve, an applicant shall have met the requirements for a professional certificate and in addition thereto, shall possess a master's degree in guidance and counseling from a recognized institution, based upon an approved program of study in which emphasis was placed upon guidance and counseling at the secondary level, which program shall have included supervised guidance and counseling experience under the supervision of said institution, or actual experience recognized as the equivalent thereof by such institution. An applicant shall also present evidence of successful teaching experience.

Division IV

Secondary (9-12)

15.10 Secondary preparatory/occupational. For authorization

to teach in specific preparatory or occupational programs in grades nine through twelve, an applicant must have met the requirements as outlined in the state plan for the administration of career education.

Division V

Elementary - Secondary (K-12)

15.11 Teacher of art. For authorization to teach art in kindergarten and grades one through twelve, an applicant shall have completed an approved four year teacher education program with a major in art, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.12 Teacher of industrial arts. For authorization to teach industrial arts in kindergarten and grades one through twelve, an applicant shall have completed an approved four year teacher education program with a major in industrial arts, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.13 Teacher of music. For authorization to teach music in kindergarten and grades one through twelve, an applicant shall have completed an approved four year teacher education program with a major in music, including a supervised student

teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.14 Teacher of physical education. For authorization to teach physical education in kindergarten and grades one through twelve, an applicant shall have completed an approved four year teacher education program with a major in physical education, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.15 School librarian. For authorization to serve as a school librarian in kindergarten and grades one through twelve, an applicant shall complete an approved four year teacher education program with a major in school library science, including a supervised student teaching experience at both the elementary and secondary school level and a bachelor's degree from a recognized institution.

15.16 Teacher of special education. For authorization to serve as a teacher of special education in kindergarten and grades one through twelve, an applicant shall have completed an approved four year teacher education program with a major in special education, including an emphasis in one area of exceptionality and a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.17 Hearing clinician. For authorization to provide clinical hearing services in kindergarten and grades one through twelve, the applicant shall possess a master's degree based upon an approved program of study in which emphasis was placed upon audiology for school hearing clinicians

15.18 Speech clinician. For authorization to provide clinical speech services in kindergarten and grades one through twelve, the applicant must possess a master's degree based upon completion of a program of graduate study in which major emphasis was placed upon speech pathology for school speech clinicians.

15.19 Reading clinician. For authorization to provide diagnostic and instructional services on an individual basis as reading clinician in kindergarten and grades one through twelve for children with severe reading disabilities, an applicant shall have met the requirements for a professional certificate endorsed for either elementary or secondary school teaching and shall present evidence of completion of an approved master's degree in clinical reading at a recognized institution. In addition, such applicant shall present evidence of at least two years of successful teaching experience.

15.20 Educational media specialist. For authorization to serve as an educational media specialist in kindergarten and grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for

elementary or secondary school teaching and shall possess a master's degree based upon an approved program in the specialized area of educational media.

15.21 School psychologist. For authorization to serve as a school psychologist in kindergarten and grades one through twelve, an applicant shall possess a master's degree in psychology from a recognized institution and shall present evidence of completion of an approved program of graduate study in preparation for service as a school psychologist, either included in, or, in addition to, the work leading to said master's degree. In addition, an applicant shall present evidence of two years of successful teaching experience.

15.22 School nurse. For authorization to serve as a school nurse in kindergarten and grades one through twelve, an applicant shall complete an approved four year teacher education program with a major emphasis in school nursing, including a supervised practicum at both the elementary and secondary school level, and a bachelor's degree from a recognized institution.

On November 1972, the state board of public instruction approved the issuance of the pre-professional certificate to individuals who are registered nurses in the state of Iowa and who have had three years of experience as a school nurse. The issuance of an original pre-professional certificate on this basis will be discontinued on August 31, 1977.

15.23 Curriculum area specialist. For authorization to serve as curriculum area specialist in kindergarten and grades one through twelve, an applicant must have met the requirements for a professional certificate endorsed for one of the several types of teaching service and in addition thereto have secured a master's degree from a recognized institution. Such master's degree is to include an emphasis in elementary and secondary school supervision or curriculum, as well as specific graduate work in the academic area of interest; provided further that said applicant shall have had curriculum development experiences either with or without credit under the supervision of the institution awarding said applicants master's degree, or, in lieu thereof, equivalent experiences as judged by said institution. In addition, an applicant shall present evidence of four years of successful teaching experience.

15.24 Guidance counselor. For authorization to serve as a guidance counselor in kindergarten and in grades one through twelve, the applicant must possess a current valid professional certificate endorsed for teaching at either the elementary or secondary school level and, in addition thereto, must possess a master's degree and have completed an approved graduate program of at least 45 semester hours for the preparation of guidance counselors, which program may include courses completed in fulfillment of the requirements for said master's degree and shall include supervised counseling experience at both elementary and secondary

school level. In addition, the applicant shall present evidence of successful teaching experience.

15.25 Director of library services. For authorization to serve as a director of library services in kindergarten and in grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for elementary or secondary school teaching or special service area and shall possess a master's degree or its equivalent in library science. The applicant must present evidence of successful completion of a course or course of study in the administration of school library services, which course or courses may be included in, or in addition to, the work leading to said degree.

15.26 Reading specialist. For authorization to serve as a reading specialist in kindergarten and in grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for either elementary school teaching or secondary school teaching, secured a master's degree from a recognized institution, and have completed an approved graduate program in reading including preparation in the supervision of reading. In addition, such applicant shall present evidence of at least four years of successful teaching experience; at least one of which shall have included the teaching of reading as a significant part of the responsibility.

15.27 Athletic coach. For authorization to coach in

kindergarten and grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for either elementary or secondary school teaching or special service area and shall have completed an approved program in coaching.

15.28 Superintendent. For authorization to serve as superintendent, principal, supervisor or teacher in any elementary or secondary school through grade twelve, an applicant shall have met the requirements for a professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in school administration from a recognized institution plus an approved 30 semester hours of approved graduate study completed after the date of the awarding of the master's degree, and have had four years of successful teaching experience; provided further that said applicant shall have had general school administrative experiences, either with or without credit, under the supervision of the institution in which the additional 30 semester hours were completed, or, in lieu thereof, equivalent experiences as judged by said institution.

15.29 Health. For authorization to teach health in kindergarten and grades one through twelve, an applicant shall complete an approved four year teacher education program with a major in health education including supervised student teaching experiences at both the elementary and

secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.30 Director of guidance services. For authorization to serve as a director of guidance services in kindergarten and grades one through twelve, the applicant must meet the qualifications for a school guidance counselor and, in addition, shall have completed an additional approved graduate program of at least 30 semester hours in guidance and counseling in kindergarten and grades one through twelve and in the administration and supervision of guidance programs. The applicant shall also present evidence of successful practical experience in guidance and counseling at both the elementary and secondary level.

Division VI

Middle School (4-9)

15.31 Middle school. For authorization to teach in grades four through nine, an applicant shall have completed an approved four year middle school teacher education program, including supervised student teaching at the middle school level, and a bachelor's degree from a recognized institution.

Division VII

Area Vocational School/Community College

15.32 Instructor, Vocational-technical. To qualify for a professional certificate with authorization to teach in a vocational or technical field in an area vocational school

or area community college or public community or junior college, an applicant shall submit evidence of preparation and experience as follows:

Applicant shall hold a bachelor's degree granted by an institution recognized by the state board of public instruction, with specialization for teaching in one vocational or technical field offered in the vocational-technical division of an area vocational school or area community college and recommendation by the preparing institution.

To qualify for a pre-professional certificate with authorization to teach in a vocational or technical school in an area vocational school or area community college or public community or junior college, an applicant shall submit evidence of preparation and experience as follows:

Applicant shall have competence in one vocational or technical field offered in an area vocational school or an area community college based on adequate preparation and experience as evaluated by a review committee appointed by the state superintendent of public instruction.

15.33 Instructor, community college arts and sciences. To qualify for a professional certificate with authorization to teach in an arts and sciences field of an area community college or public community or junior college, an applicant shall submit evidence of preparation and experience as follows:

Applicant shall hold a master's degree granted by an

institution, approved by the state board of public instruction, with specialization in a field of instruction offered in the arts and sciences division of an area community college. This preparation shall include six semester hours of professional preparation appropriate for college teaching, provided that adequate experience in college teaching as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all the required credits in professional education.

15.34 Director, area vocational school or community college. To qualify for a professional certificate with authorization to serve as director of a division of an area vocational school or area community college, or attendance center thereof, an applicant shall submit evidence of preparation and experience which meets one of the following options.

Option 1. Applicant shall hold a master's degree granted by an institution recognized by the state board of public instruction, with specialization in one of the following: (a) subject matter field taught in the area institution, (b) administration, (c) vocational-technical education, or (d) student personnel work.

Applicant shall have had four years of successful teaching experience and shall be recommended for this certificate by the institution granting the master's degree.

Option 2. Applicant shall hold a master's degree granted by an institution recognized by the state board of public

instruction, and shall be evaluated by a review committee appointed by the state superintendent of public instruction as having competence to serve successfully as a director of a division of an area vocational school or area community college, or attendance center thereof.

15.35 Counselor, area vocational school or community college. To qualify for a professional certificate with authorization to serve as a counselor in an area vocational school or community college, an applicant shall have completed a master's degree in counseling or in college student personnel work with an emphasis in counseling from a recognized institution. This preparation shall have included six semester hours of professional preparation appropriate for community college teaching, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the State Superintendent of Public Instruction shall be accepted in lieu of part or all of the required credit in professional education.

15.36 Librarian/Learning resource specialist. To qualify for a professional certificate with authorization to serve as a librarian or learning resource specialist in an area vocational school or community college, an applicant shall have completed a master's degree in this area of specialization from a recognized institution. This preparation shall have

included six semester hours of professional preparation appropriate for community college teaching, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the State Superintendent of Public Instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.37 Coach, area vocational school or community college. To qualify for a professional certificate with authorization to serve as a coach in an area vocational school or a community college, an applicant shall have completed an approved program for the preparation of athletic coaches.

Division VIII

Specialized

15.38 Teacher associate: Issued for the performance of supervisory or monitorial services for the purpose of relieving certificated teachers for other duties.

This certificate is available to persons employed in the schools for the performance of various nonteaching duties involving the supervision of pupils and for the purposes of rendering such assistance to teachers as will enable them to perform more effectively their teaching duties.

The applicant shall show moral and physical fitness for the position and freedom from communicable diseases.

Application for such certificate shall be accompanied by a statement, from the local superintendent or administrative

officer of the employing district or school, which contains a description of the work for which the applicant is proposed to be employed and states that said superintendent or officer has examined the qualifications of the said applicant and finds him physically, mentally, and morally fit for the performance of such duties.

Division IX

Area Education Agency

15.39 **Area education agency administrator.** To qualify for authorization to serve as administrator of an area education agency, an applicant shall submit evidence of preparation and experience as required by the amendment to section two hundred and sixty point nine (260.9) subsection one (1), Code of Iowa, relating to area education agency administrator.

An applicant who has met either of the requirements in two of the four following paragraphs shall qualify for the endorsement;

a. Five years experience in higher education administration at a two- or four-year college or university which is accredited by the North Central Association of Colleges and Secondary Schools accrediting agency as a candidate for accreditation and is making progress which, if continued, will result in its achieving accreditation by such agency within a reasonable time; or an earned doctorate in higher education administration.

b. Five years experience in special education admini-

stration; or an earned doctorate in special education or any sub-specialty thereof.

c. Five years experience in primary or secondary school education; or an earned doctorate in educational administration for the primary or secondary level; and five years teaching experience at any educational level.

d. Five years experience in business or other nonacademic career pursuit; or an earned doctorate in public administration or business administration.

No person shall be issued a temporary or emergency certificate for more than one year; and no education agency shall employ uncertificated administrators, or employ temporary or emergency certificated administrators for more than two consecutive years.

The provisions of this subsection relating to the certification of an area education agency administrator shall not apply to persons holding a superintendent's certificate prior to the effective date of this Act.

15.40 Supervisor of special education. For authorization to serve as a teacher or supervisor of special education in kindergarten and grades one through twelve, an applicant must have met the requirements for an endorsement as an elementary-secondary special education teacher and in addition thereto have secured a master's degree from a recognized institution and have completed an approved graduate program in special education including preparation in elementary and secondary school supervision or curriculum, and have had four years of successful teaching experience; provided further that said applicant shall have had supervisory experiences in special education either with or without credit under the supervision

of the institution awarding said applicants master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

CHAPTER 16

APPROVALS

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Division I

General Information

16.1 Two sets of standards. Two sets of standards which teachers must meet are in force at all times. The first set of standards gives the requirements for teachers' certificates and the services authorized by the endorsements appearing on them. This standard appears in Chapter 15.

The second set of standards governs the specific subject(s) and services to which teachers may be assigned. This standard is referred to as the approval standard and the requirements are stated in this chapter. These standards also apply to administrators and supervisors.

16.2 Determination of original approval areas.

Iowa institutions: Each Iowa teacher preparing institution approved by the State Board of Public Instruction shall outline the courses or levels of adequacy which its students must obtain in order to be recommended for approval to teach in the various subject matter areas. The teacher prepared at said institution shall be approved only when said courses or levels of adequacy shall have been completed or attained as attested to by said institution even though said courses or levels of adequacy exceed the minimum approval standards outlined herein.

Non-Iowa institutions: When a teacher's record of credits from a college outside of Iowa is filed for evaluation to determine said teacher's area(s) of approval, said record

shall be interpreted for each teaching area in a manner consistent with standards typical of those filed by Iowa colleges and minimally meet the requirements as stated in this chapter.

16.3 Adding approval areas after original issuance. Any teacher desiring to add an approval area(s) after the issuance of an original certificate may do so by meeting one of two options available.

Option 1 - Identify with one of the Iowa teacher preparing institutions and meet said institution's current requirements for the approval desired and receive said institution's recommendation.

Option 2 - File all records of credit with the Teacher Education and Certification Division requesting an evaluation. If the individual meets current requirements in force, additional approval areas will be granted.

16.4 Approval for elementary teachers. Any applicant completing an approved four year elementary teacher education program, including supervised student teaching at the elementary level and a bachelor's degree from a recognized institution, will be approved to teach any and all subjects in a self-contained classroom in kindergarten and grades one through eight. The applicant will also have approval to teach all subjects outside of the self-contained classroom in kindergarten and grades one through eight with the exception of art, music, industrial arts, and physical education. In

order to teach art, music, industrial arts, and physical education, outside of the self-contained classroom in kindergarten and grades one through eight, and any subject in grade nine, the applicant must have the specific approval area listed on the certificate.

16.5 Approval for secondary teachers. Any applicant completing an approved four year secondary teacher education program, including supervised student teaching at the secondary level, and a bachelor's degree from a recognized institution, will be approved to teach in grades nine through twelve only those areas for which approval is listed on the certificate. However, an applicant may teach any subject in grades seven and eight except art, music, industrial arts, and physical education without specific approval listed on the certificate. In order to teach art, music, industrial arts, and physical education, in grades seven and eight specific approval must be listed on the certificate.

Division II

Specific Requirements

16.6 Requirements for all teachers. In order to receive approval to teach, an applicant must hold a valid certificate, must have met the requirements for the proper endorsement, and have completed at least one major area of concentration of at least thirty semester hours in a teaching area which is recognized by the State Board of Public Instruction provided that elementary education shall be regarded as an acceptable area of concentration.

The recognized teaching areas are listed below with the minimum requirements for additional approval in these areas.

16.7 Agriculture.

General - Completion of twenty semester hours in the area of agriculture.

Vocational - Completion of a program meeting requirements as listed in the State Plan for Career Education

16.8 Art. Completion of twenty semester hours in the area of art.

16.9 Business.

Accounting - Completion of twenty semester hours in accounting or, completion of twenty-four semester hours in the broad area of business, to include six semester hours in accounting.

Business Law - Completion of twenty-four semester hours in the broad area of business, to include six semester hours in business law.

Basic Business - Completion of a distribution of twenty-four semester hours in the broad area of business.

Data processing - Completion of twenty-four semester hours in the broad area of business, to include a course in data processing.

Office Skills - Completion of twenty-four semester hours in the broad area of business, to include a distribution of shorthand, typewriting and office machines.

Shorthand - Completion of twenty-four semester hours in

the broad area of business to include the advanced course in shorthand.

Typewriting - Completion of twenty-four semester hours in the broad area of business to include the advanced course in typewriting.

16.10 Distributive Education.

Vocational - Completion of a program meeting requirements as outlined in the State Plan for Career Education.

16.11 Driver Education. Completion of fifteen semester hours in the area of driver and safety education, which is to include at least a two semester hour course in behind-the-wheel driving.

16.12 English. Completion of twenty semester hours in the area of English. These hours are to have included a distribution in the areas of American literature, English literature, composition, and grammar.

16.13 Home Economics

General - Completion of twenty semester hours in the area of homemaking.

Vocational - Completion of a program meeting requirements as outlined in the State Plan for Career Education.

16.14 Industrial arts. Completion of twenty semester hours in the area of industrial arts.

16.15 Journalism. Completion of twelve semester hours in journalism.

16.16 Languages. (French, German, Latin, Spanish, Russian) Completion of twenty semester hours in each language to be taught.

16.17 Mathematics. Completion of twenty semester hours in the area of mathematics.

16.18 Music. Completion of twenty semester hours in the area of music.

16.19 Office Education. Completion of requirements as outlined in the State plan for Career Education.

16.20 Physical Education. Completion of twenty semester hours in the area of physical education.

16.21 Psychology. Completion of twenty semester hours in the area of psychology.

16.22 Reading. Completion of twenty semester hours in the area of reading.

16.23 Sciences.

All sciences - Completion of a forty-eight semester hour composite major in science, which is to include twelve semester hours each in physics, chemistry, biology, and earth science, or, completion of a major in one of the sciences and nine semester hours each in three other sciences.

Biology - Completion of twenty semester hours in the area of biology, or, completion of twenty-four semester hours in the broad area of science to include twelve semester hours

in biology.

Chemistry - Completion of twenty semester hours in the area of chemistry, or, completion of twenty-four semester hours in the broad area of science to include twelve semester hours in chemistry.

Earth Science - Completion of twenty semester hours in earth science, or, completion of twenty-four semester hours in the broad area of science, to include twelve semester hours in earth science.

General science - Completion of twenty-four semester hours in the broad area of science, to include coursework in both the biological and physical sciences.

Physical science - Completion of twenty semester hours in physical science, or, completion of twenty-four semester hours in the broad area of science, to include coursework in physics and chemistry, and nine hours from other physical sciences.

Physics - Completion of twenty semester hours in physics, or, completion of twenty-four semester hours in the broad area of science, to include twelve semester hours in physics.

Physiology - Completion of twenty semester hours in physiology, or, completion of twenty-four semester hours in the broad area of science or physical education to include six hours in physiology.

16.24 Social Studies.

All social studies - Completion of a composite major in

social studies which is to include twelve semester hours each in history, sociology, government, economics and at least one course in geography, or, completion of a major in one of the social sciences and nine semester hours in each of three other social sciences to include at least one course in geography.

American government - Completion of twenty semester hours in American government, or, completion of twenty-four semester hours in the broad area of social science to include twelve semester hours in American government.

Economics - Completion of twenty semester hours in economics, or, completion of twenty-four semester hours in the broad area of social science to include twelve semester hours in economics, of completion of twenty-four semester hours in the broad area of business to include twelve semester hours in economics.

Geography - Completion of twenty semester hours in geography, or, completion of twenty-four semester hours in the broad area of social science to include twelve semester hours in geography.

American history - Completion of twenty semester hours in American history, or, completion of twenty-four semester hours in the broad area of social science to include twelve semester hours in American history.

World history - Completion of twenty semester hours in world history, or, completion of twenty-four semester hours

in the broad area of social science to include twelve semester hours in World history.

History (American-World) - Completion of twenty-four semester hours in social studies to include eighteen hours in history with an equal distribution in American and World history.

Sociology - Completion of twenty semester hours in sociology, or, completion of twenty-four semester hours in the broad area of social science to include twelve semester hours in sociology.

16.25 Special Education. (Communication handicapped, emotionally maladjusted, hearing handicapped, mentally handicapped, physically handicapped, visually handicapped) Completion of twenty semester hours in each of the areas to be taught.

(1) Learning Disabilities - Completion of an approved graduate preparation sequence in learning disabilities and two years successful teaching experience.

16.26 Speech. Completion of twenty semester hours in speech.

16.27 Teacher-Librarian. Completion of twenty semester hours in the area of library science.

16.28 Health. Completion of twenty semester hours in the area of health education.

CHAPTER 17
CONVERSION AND RENEWAL OF CERTIFICATES

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Division I

General Information

17.1 Renewal Application Forms. Application forms for renewal of certificates may be secured from the Division of Teacher Education and Certification, Registrars of Iowa colleges and Universities, local superintendents, and area education agency administrators.

17.2 Fees. The fee for the renewal of any certificate is $15.00. Fees for renewal should accompany the renewal application form, and if the fee is paid by check or money order, it should be made payable to the Superintendent of Public Instruction.

17.3 Time for Application. The application and fee for the renewal of a certificate may be filed as early as 12 months prior to expiration date.

17.4 Where credits must be taken. Credits earned for the renewal of certificates must be completed in an institution recognized by the State Board of Public Instruction or through an approved inservice education program; however, only one half of the credits required for renewal may be earned through such programs. Teachers renewing a term certificate based on less than a degree must earn the credits at a recognized four-year institution.

17.5 Recency of credits. If a certificate is renewed at date of expiration, the credits presented for renewal of the certificate are acceptable, if earned during the term of the certificate. If a certi-

ficate is not renewed at date of expiration, the credits presented for its renewal must have been completed within the five-year period immediately preceeding the date of application for the renewal.

17.6 Record of experience. All applicants renewing a certificate and who have had teaching experience during the term of that certificate, must verify teaching experience on the appropriate form provided by the Department of Public Instruction.

17.7 Suspension of term renewal requirements. Term renewal requirements are suspended for people 60 years of age or older who hold a pre-professional certificate or higher, and have had five years (40 months) of successful teaching experience during the term of the certificate being offered for renewal, provided application for renewal is made on or before expiration date.

17.8 Requirements Subject to change. Renewal requirements are subject to change. The holder of a certificate is responsible for keeping informed regarding changes in requirements. While all such changes are widely publicized by the Department of Public Instruction, it is not possible to inform each certificate holder directly whenever such changes are adopted.

Division II

Conversion and Renewal of Life Certificates

17.9 Explanation. Any person holding a five-year certificate in force as of December 31, 1953, could renew that certificate for life by meeting the renewal requirements in force at that time.

17.10 Life Certificates in Force. All life certificates issued prior to June 30, 1958, remain in force only as long as the holder permits no five-year period to pass in which he has not been employed in school work for at least eight months in administration, supervision, or teaching (160 days of teaching is considered the equivalent of eight months).

17.11 Conversion of life certificate. A lapsed life certificate is not renewed as another life certificate, but as an equivalent term certificate.

17.12 Renewal requirements for life certificate. A life certificate which has lapsed may be renewed upon proper application which shows the earning of at least eight semester hours of credit from an recognized institution within the five-year period immediately preceeding the date of application for renewal.

Division III

Conversion and Term Renewal Requirements

17.13 Term certificates based on a degree.

17.13 (1) Conversion policy. All term certificates based on a degree which were issued previous to July 1, 1954, by meeting current renewal requirements, will be converted to a professional certificate.

17.13 (2) General requirements. Every person renewing a professional certificate or previously issued term certificate based on a degree should complete the required college credits in courses related to the increase in competence to do the type of service covered by the certificate being offered for renewal.

17.13 (3) Specific requirements. If an individual has at least eight months of successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning such experience, at least six semester hours of college credit are needed for renewal. If an individual has not had eight months of teaching experience during the term of the certificate, eight semester hours of college credit are needed for renewal. The required credits must be earned at a recognized four-year institution or through an approved inservice program.

17.14 Term certificates based on less than a degree.

17.14 (1) Conversion policy. All term certificates based on less than a degree which were issued prior to July 1, 1954, by meeting current renewal requirements, will be converted to a pre-professional certificate.

17.14 (2) General requirements. Every person renewing a certificate based on less than a college degree must present a statement signed by a Registrar of the single, recognized institution where the credits for renewal are on record showing the following facts:

A. All credit from other colleges has been received and evaluated in terms of the requirements for the completion of the program leading to a professional certificate.

B. The credits being offered in support of the application for renewal count toward the completion of the requirements for the professional certificate.

17.14 (3) Specific requirements. If an individual has completed at least eight months of successful experience in teaching during

the term of the certificate as judged by analysis of evidence filed concerning such experience, at least six semester hours of credit are needed for renewal. If an individual has not had eight months of experience during the term of the certificate, eight semester hours of credit are needed for renewal.

Division IV

Substitute Certificate Renewal

17.15 Renewal requirement. Substitute certificates may be renewed upon proper completion of the application form provided by the Department of Public Instruction. No renewal credits are needed.

Division V

Temporary Certificate Renewal

17.16 Renewal requirement. Except as stipulated by the conditions for its issuance, the temporary certificate is not renewable.